



## Attachment B – Specifications

**RFx No: 3000023965**

**Title: Fire Alarm Inspection and Monitoring**

Eastern Louisiana Mental Health System (ELMHS)  
Inspections, Testing, Servicing, and Maintenance of Fire Systems, including Sprinkler System

**The intent of this contract is to maintain the ELMHS buildings' fire alarm systems, suppression systems, and sprinkler systems for occupant safety and extend the equipment life in compliance with joint commission NFPA standards.**

### **Service Description**

Contractor shall test and inspect all fire alarm systems annually per NFPA requirements including sensitivity testing of all smoke detectors and providing for the replacement of faulty detectors at no additional cost.

Contractor must meet all NFPA requirements for the inspection and testing of all smoke dampers every 12 months.

Electronic testing and inspection documentation shall be submitted to ELMHS per NFPA and the Joint Commission requirements.

Contractor shall service, inspect, and test quarterly and annually, as required all sprinkler systems; providing detailed inspection report as per NFPA and Joint Commission requirements.

Contractor shall maintain an adequate number of replacement sprinkler heads in each building.

Contractor shall service, inspect, and test as required suppressant system including hood and range at Parker Kitchen, ITU Kitchen, and ASSA Kitchen as per NFPA and Joint Commission requirements. Service shall include annual cleaning of systems.

Contractor shall furnish all of the necessary technical support, labor, tools, testing equipment, and other services necessary and incidental to testing, inspecting, and maintenance of all of the fire systems including sprinkler systems, suppression system and all peripheral equipment, such as fire doors in their entirety in accordance with NFPA and Joint Commission requirements.

Contractor shall be available, regarding any aspect of this contract's scope, 24 hours a day, 7 days a week, with a 4-hour maximum response time.

Contractor shall perform their own inventory and documentation of the locations and types of all fire protection devices used for fire protection that fall within the parameters of this contract. These include but are not limited to sprinkler heads, fire panels, smoke detectors, strobe lights, horns, sirens, fire doors, smoke compartments, and any equipment or device. The inventory will serve as the guide for all required inspections of fire protection devices to ensure that all devices are serviced and inspected.

Contractor is required to provide information explaining the coverage location for all devices using verbiage related to the building layout and cardinal directions.

**Instructions to Bidders:**

Vendor should maintain a 3-hour response time of the Jackson campus, and shall have a 5-year minimum record of service. The vendor shall have either a local phone number or a toll-free number. This shall allow ELMHS to make service and repair calls without incurring long-distance phone charges

24/7 Phone Number: \_\_\_\_\_

Vendor should submit with the bid, a listing of contracts currently held under a full maintenance and repair contract with 24-hour coverage.

ELMHS expects only skilled and licensed “journeyman” to perform the tasks in their respective trades. ELMHS reserves the right to reject or replace any personnel it determines to be unsuitable.

**Scope of Work:**

The vendor shall schedule all fire alarm inspections with an ELMHS representative at least 3 weeks before inspection. ELMHS representative will make any necessary arrangements with the appropriate building occupants. Vendors are responsible for disabling and enabling the fire alarm systems as required by ELMHS representative.

The work to be performed in the contract shall include all systems as described on pages 6 and 7.

Vendor shall provide technician(s) qualified to work on Simplex, Pyrotronic, Fire Shield, Radionics, Fire-Lite, Farrady, Fireshield, Silent Knight and Edwards’s equipment.

Vendor shall also perform an inspection of the Pyro-Chem model MCH Fire suppression system in the Parker kitchen, ITU kitchen, and the Assa kitchen. Inspections shall be done on a semi-annual basis as called for in nfpa-96, section 8-2 and nfpa-17a, section 3-3.1. Price shall include the changing of fusible links as well as Semi-annual cleaning. Vendor shall provide a detailed inspection report on the suppression system, with any recommendations/findings regarding cooking equipment and hood.

The equipment and its servicing will constitute the performance of all functions as outlined in the applicable operation manual listed under the maintenance and troubleshooting sections. All smoke detectors shall be removed, cleaned, calibrated, and undergo sensitivity testing annually within 30 days of the award date. Defective detectors shall be replaced when needed at no additional cost. In addition, minor adjustments will be made as required for efficient operations of all systems. Complete inspection of all systems along with a detailed written report must

accompany the invoice for payment to be processed. The ELMHS director or his /her designee must verify this report as acceptable.

This agreement will not cover false alarms (unless caused by Equipment problems). All routine servicing and inspections shall be done during regular working hours of Monday through Friday between the hours of 7:00 am and 3:00 pm. Resetting of detectors after a fire, after use of accidental discharge or test, work made necessary through fire, water, theft, accidents, or other acts beyond our control when necessary.

Vendor must also be able to come on-site after normal working hours, on weekends, and during emergencies to repair the system. Where it is necessary to move heavy equipment, the agency will provide labor assistance for moving the equipment and/or material necessary to assist the technician.

**Agency Responsibilities:**

Damage due to vandalism is not covered by this agreement.

ELMHS will immediately notify the vendor of any unusual operating conditions associated with the equipment protected by this agreement.

ELMHS shall be able to remove any employee of the vendor who is considered incompetent or in any way considered detrimental to the best interest of the work being performed for ELMHS.

Maintenance or repair of electrical power wiring is the responsibility of ELMHS, and is not included under this agreement.

ELMHS shall designate an agency representative to provide administration of the contract described herein. ELMHS shall provide vendor with a written notification of the name and duties of the selected agency representative.

The agency representative shall make on-site visits to become familiar with the quality, schedule, and if the work is proceeding in accordance with contract documents.

If the vendor fails to correct defective work or persistently fails to carry out the work in accordance with contract documents, the agency representative, by written order can order the vendor to stop work or any portion thereof, until the cause of such order has been eliminated.

The agency representative will have the authority to ask the vendor to show proof of state fire detection/alarm license.

**Vendor Responsibilities:**

Vendor shall use trained, licensed professionals directly employed and supervised by contractor. Fire alarm system technician(s) must be capable/qualified to work on Simplex, Pyrotronic, Fire-shield, Silent Knight, Radionics, Edwards, Fire-Lite, and Farraday systems and must be qualified to diagnose, test, and repair these systems.

The vendor shall advise the agency of work outside this contract's scope (defective or damaged power wiring, renovations, and alterations to improve the system). Agency representative may request a proposal stating all costs for the repair or replacement including all labor costs. This must be done in writing.

Vendor shall make an initial inspection and repair any equipment which is inoperative or in need of repairs. Vendor shall then maintain such equipment in first-class operating condition as stipulated herein.

The vendor shall not be liable for any loss, delay, injury, or damage, whether direct or consequential, that may thereof be caused by conditions beyond the vendor's direct control including, but not limited to, acts of government, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, floods, and acts of god.

The vendor shall not discriminate, or permit discrimination against any person or group of persons on the grounds of race, creed, color, or national origin in any manner. Applicable sections of the state and federal laws shall apply to all contracts entered into in connection with this work.

The vendor shall give all notices and comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work shown or specified.

Emergency service, including overtime service, and all repair parts shall be included in contract documents. Service of this nature that may be required to keep the system in proper operation shall be provided within four hours from the time such call originates, including weekends. Emergency service shall be provided on a 24-hour 7 days a week basis. Failure to provide such service within four hours shall be grounds for cancellation of this contract. An emergency service call is at the discretion of ELMHS.

If an emergency service call is made at the request of ELMHS, and an inspection does not reveal any defect in the fire and protection systems for which the vendor is responsible under this contract, the vendor shall retain the right to charge the following rates for service. straight-time hourly rate of \$135.00, and overtime hourly rate of \$202.50 this is for informational purposes only and will not be considered in the award of the contract. These rates shall also apply to additions and modifications to the systems maintained under the contract and rates shall not vary while under contract.

Vendor shall furnish all necessary tools, test equipment, and transportation to accomplish this work. All necessary transportation of workers and materials to and from the work site will be the vendor's responsibility.

The vendor agrees to accept full responsibility for the entire system as it exists on the effective date of this contract and to leave it in first-class condition on the termination date. Should the vendor fail to render services ordered under the contract in the manner and within the time specified, the agency reserves the right to cancel the contract for services in accordance with the laws of the state of Louisiana.

The vendor shall initiate, maintain, and supervise all safety precautions and programs in connection with his personnel, the public, and connection with the work. The vendor shall take reasonable precautions for safety and provide reasonable protection to prevent damage or injury.

The vendor shall have a current state fire marshal fire protection systems license. The vendor shall have a minimum of five technicians licensed by the state fire marshal office to perform maintenance and/or repair the fire detection/alarm systems. Each technician shall be required to carry such license with him at all times during inspection and/or repairs. Vendor should provide copy of the above-required licenses with the bid package; this will be required before an award can be made.

The vendor performing maintenance, repair, or inspections shall have all current licenses applicable to performing work on the fire alarm systems.

Vendor shall follow all guidelines and requirements as set forth by the Louisiana state fire marshal regarding yellow and red tag procedures. For any system that requires a yellow tag, the vendor will have 60 days to correct the deficiency and four hours to correct any deficiency that requires a red tag.

### **Sprinkler Valves and Locations**

|                       |   |
|-----------------------|---|
| Bienville Building    | Third Floor Janitor closet, fire panel in Second Floor Janitor Closet |
| Cedarview Building    | Clean linen Closet  |
| Cedarview Clinic      | Visitor waiting room  |
| Center Building       | Basement  |
| CRU                   | Back office area, not in outside closet like sign says                |
| Dorothea Dix Building | Shower room on Ward 2   |
| Evangeline Building   | one on each ward, located near the back door                          |
| Gabriel Building      | one on each ward, located near the back door                          |
| Group Home 98         | Bedroom Back Right closet   |
| Group Home 99         | Bedroom Back Right Closet   |
| Group Home 165        | Bathroom near Laundry room  |
| ITU                   | Second Floor RM 210   |

\*\*\*Also in Center Building, inspection, testing of the Fire Pump\*\*\*

